



MINUTES OF THE BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

Violet Varona-Lukens, Executive Officer
Clerk of the Board of Supervisors
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Chief Administrative Officer
County Counsel
Director of Health Services
Director of Personnel

At its meeting held February 24 2004, the Board took the following action:

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The following item was called up for consideration:

The Director of Health Services' recommendation to approve and instruct the Director to sign amendments to agreements with Associated Record Technician Services, Hospital Employee Labor Pool, Jenn International, Inc., and Ladera Career Paths to extend the terms for 12 months for the continued provision of medical coding and abstracting services, at a total estimated cost of \$11,730,984, effective February 29, 2004 through February 28, 2005, pending completion of a Request for Proposals process.

The following statement was entered into the record for Supervisor Yaroslavsky:

"The Director of Health Services has made a recommendation that requests the Board to extend four medical records coding and abstracting service agreements for one year at a total cost to the County of \$11, 730,984. The purpose for the extensions is to provide for the continued provision of services while permitting the Department of Health Services to conduct a competitive Request for Proposals process.

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“The information in the Board letter raises some significant issues which should be addressed:

- The Department of Health Services (DHS) currently has approximately 115 County employees in the medical records coder classifications. However, the County’s pay scale for these classifications may not be competitive with the private sector and therefore the County may be unable to retain adequate numbers of County employees at the current pay levels. DHS currently uses the service agreements to provide contract employees to fill the service void; and
- As a means of strengthening the County’s ability to secure County employees in these classifications, the County has had a training program in conjunction with SEIU Local 660 and the East Los Angeles Community College since the late 1990s in which permanent County employees are trained to assume responsibilities as medical records coders. Medical records coder training is also a part of the County’s Workforce Development Program. Even with these programs, DHS indicates it has been unable to secure adequate numbers of adequately trained medical records coders.”

Merritt Holloway and Dr. Jay Shah addressed the Board.

After discussion, on motion of Supervisor Yaroslavsky, seconded by Supervisor Burke, unanimously carried, the Board took the following actions:

1. Referred the Director of Health Services' attached recommendation back to the Department of Health Services;
2. Approved and instructed the Director of Health Services or his designee to sign amendments substantially similar to the attached exhibit, extending, on a month-to-month basis for up to four months, agreements with Associated Record Technician Services, Hospital Employee Labor Pool, Jenn International, Inc., and Ladera Career Paths, for continued provision of medical records coding and abstracting services at Department of Health Services' facilities;

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3. Instructed the Chief Administrative Officer, County Counsel and the Directors of Health Services and Personnel to do the following and report back to the Board within 120 days:
 - a. Perform a study of the County's medical records coder classifications and provide compensation recommendations to the Board; and
 - b. Analyze the adequacy of the medical records coder training program in training permanent County staff to assume the range and breadth of medical records coding and abstracting required at the County's medical facilities; and
4. Instructed the Director of Health Services, in consultation with the Chief Administrative Officer and County Counsel, to prepare and submit to the Board, within 120 days, a Request for Proposals (RFP) for Medical Records Coding and Abstracting Services and a timeline for the RFP process, including a recommendation and justification for further extensions of the current contracts if needed.

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Attachment

Copies distributed:
Each Supervisor